

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF THE ATTORNEY GENERAL**



POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: 40-2016	POSITION TITLE: LIBRARIAN
POSITION GRADE & SERIES: DS-1410-12	SALARY RANGE: \$73,867 - \$94,504 per annum
OPENING DATE: 06/27/2016	CLOSING DATE: 07/18/2016
DURATION OF APPOINTMENT: Temporary Appointment NTE 09/30/2016	AREA OF CONSIDERATION: Open to the Public
WORKSITE LOCATION: Support Services Division Operations Section 441 4 th Street NW Washington, DC 20001	NO. OF VACANCIES: One (1) PROMOTION POTENTIAL: None

This position is in the collective bargaining unit represented by AFSCME Local 2401 and you may be required to pay an agency service fee through direct payroll deduction.

BRIEF DESCRIPTION OF DUTIES: This position is located in the Support Services Division. The Support Services Division is seeking a qualified temporary librarian. The incumbent will:

- Organize, catalog, classify and maintain a reduced print collection of the Office of the Attorney (OAG) Law Library and satellite library collections; acquire additional resources as needed; provide legal and non-legal reference services to OAG staff; build and maintain an electronic/digital presence for staff use; formulate law library policies in areas including user services for both print and online resources, research, publications, and technical services.
- Coordinate with online legal research vendors and OAG staff to ensure research needs are met; consult with other national libraries, information networks, experts in government agencies, associations, the private sector, and/or research groups to comply with applicable rules and regulations and best library practices to maintain OAG's print collection and digital catalog.
- Conduct presentations, training, and education to promote library services and resources. Search and locate information from a variety of sources, bibliographies, special reports, publications and electronic databases utilizing the latest technology in data retrieval and library information services.
- Identify possible funding sources for specialized projects or donation of materials to enrich library collection or increase research services. Plan, justify and execute law library's budget; monitor expenditures to ensure compliance with budgetary limits. Compile and submit budgetary data and reports.

QUALIFICATIONS: All candidates must meet the following Basic Requirements:

A. Applicants must show successful completion of one (1) full academic year of graduate study in library science in an accredited college or university, in addition to completion of all work required for a bachelor's degree;

OR

B. A total of at least 5 years of a combination of college-level education, training, and experience. To qualify on this basis, the applicant must establish conclusively that the education, training, and experience provided a knowledge and understanding of the theories, principles, and techniques of professional librarianship; knowledge of literature resources, and knowledge and abilities essential for providing effective library and information services.

ADDITIONAL EXPERIENCE REQUIREMENTS:

In addition to meeting the basic requirements, applicants must meet one of the following education or experience requirements:

Master's degree from an accredited institution is required; Master's degree in Library Science from an accredited ALA institution is preferred.

Equivalent combinations of professional experience and graduate education of the types described are acceptable.

Substitution of Education: Substitution of education for required experience will be allowed as defined in OPM's Qualification Standards. However, in order to receive credit, applicants must submit official proof of educational attainment at the time of application.

Specialized Experience: Candidates must also have a minimum of two years of experience as a professional Librarian. Experience must have demonstrated the ability to perform, supervise, or direct one or more of the functional areas of work within the librarian field; to understand the concepts, theories, new developments, and co-relationship or information in related fields; and maintain up-to-date information on the state of the art.

SUBMISSION OF RANKING FACTORS: The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors. Please describe specific incidents of sustained achievement from your experience that show evidence of the level at which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that includes the degree to which you possess the job related knowledge, skills and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge.

FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.

Ranking Factor #1: Knowledge of the basic principles of library science, technological advances in information resources, library administration and management techniques in areas such as cataloging acquisition, and circulation.

Ranking Factor #2: Knowledge of the capabilities and techniques of searching on PROLAW, WESTLAW, and a familiarity with other automated legal and legislative retrieval systems such as LEXIS and CD-ROM.

Ranking Factor #3: Knowledge of budget and execution necessary to justify law library budgetary needs.

Ranking Factor #4: Ability to design and implement internal library practices, procedures, and controls; knowledge and skill in interpreting, explaining, and applying a body of law, regulations, and procedures.

Ranking Factor #5: Ability to develop and recommend policies and procedures for an inter-library loan program, and the intra-office circulation of library materials.

HOW TO APPLY: Candidates should e-mail one PDF file which includes 1) a cover letter (must include the vacancy number) summarizing why you are interested and the skills and abilities you possess that will enable you to succeed in the position; 2) resume; 3) list of three references; and 4) a writing sample to OAG.RecruitmentAttorney@DC.gov by 11:59pm of the closing date indicated above; addressed to following, addressed to Ms. L. Dodson, HR Specialist, (202-724-6632), Office of the Attorney General for the District of Columbia, 441 – 4th Street, NW, Washington, DC 20001.

PRIORITY CONSIDERATION: Displaced Employee Priority Placement: Candidates who are eligible for the District of Columbia's Displaced Employee Program (DEP) and Agency Reemployment Priority Placement Program (ARPP) will be given priority consideration for this position if found qualified.

EMPLOYMENT BENEFITS: Selectee will be eligible for health and life insurance, annual (vacation) and sick leave and will be covered under the District of Columbia government's retirement plan. However, if selectee was previously employed in the District of Columbia's government under an appointment for which he/she was eligible for Civil Service Retirement (CSR), contributions to CSR will resume upon re-employment.

RESIDENCY PREFERENCE AMENDMENT ACT OF 1998: A person applying for a position in the Career Service, Education Service, Management Supervisory Service, an attorney position in the Legal Service (series 905) other than in the Senior Executive Attorney Service (SEAS), or an attorney in the Excepted Service (series 905) who is a bona fide District resident AT THE TIME OF APPLICATION for the position, may be awarded a 10-point residency preference over non-District residents' applications, unless the person declines the preference points. If selected, the person shall be required to present no less than 8 proofs of bona fide District residency and maintain such residency for 7 consecutive years from the effective date of the appointment. Failure to maintain bona fide District residency for the 7-year period will result in forfeiture of employment.

VETERANS' PREFERENCE: Applicants claiming veterans' preference must submit official proof at the time of application.

DRUG-FREE WORKPLACE: Pursuant to the requirements of the Drug-Free Workplace Act of 1998, the individual selected to fill this position will, as a condition of employment, be required to notify his/her immediate supervisor, in writing, not later than five (5) days after conviction of or a plea of guilty to a violation of any criminal drug statute occurring in the workplace.

OTHER INFORMATION: The selected candidate will be subject to a background investigation including reference checks.

NOTICE OF NON-DISCRIMINATION: In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code, Section 2-1401.01 *et. seq.*, (Act) the District of Columbia does not discriminate on the basis of actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, genetic information, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

**OFFICIAL JOB OFFERS ARE TO BE MADE ONLY BY THE HUMAN RESOURCES SECTION OF
THE OFFICE OF THE ATTORNEY GENERAL**